

23 January 1979

MEMORANDUM FOR: Deputy for Records Center  
FROM : Chief, Information Systems Analysis Staff  
SUBJECT : Security Practices and Procedures

1. I am requesting that each of you immediately undertake a complete review of our current operating practices and procedures to make certain that we are, in your estimations, doing everything possible to provide maximum protection for the records being held at the Archives and Records Center. In this review I would suggest that special attention be given to those procedures used to ensure that records are only released to authorized requesters and that unauthorized personnel do not have access to materials in the storage areas.

2. I would like to receive by 9 February 1979, your written reports on your findings along with any suggestions and recommendations you have on how our current operations could be improved and made more secure. After I have had an opportunity to go over them in detail I will schedule a meeting with you to discuss what changes might be necessary and how we can best implement them.



Mark